

TRAVEL ORDER

OFFICE TRAVEL ORDER NO.

221-57

ALLOTMENT ACCOUNT SYMBOL

7-7191-10

GRADE AND SALARY

NAME

OFFICE PHONE

TITLE

OFFICIAL STATION

You are hereby authorized to travel and incur necessary expenses in accordance with Agency Regulations. 15-25 15-10

ITINERARY
Washington, D. C. to (Frankfurt, Germany) (Paris, France) (Netherlands) to (Geneva, Switzerland) and such other points in the WE - EE areas in such order and frequency as may be necessary for Temporary Duty of approximately 25 days and upon completion of assigned mission, return to Washington, D. C.

PURPOSE

SPECIAL PROVISIONS (INCLUDE APPROPRIATE JUSTIFICATION)

Excess baggage for official equipment not to exceed 100 lbs. authorized.
Personal expenses not to exceed \$100.00 authorized.
Employee will travel under DAC cover. Request OPB Arrange for necessary documentation.

AUTHORIZED PER DIEM

Maximum per diem allowance is authorized in accordance with Agency Regulations. Advance of Funds is authorized

COORDINATION, AS REQUIRED (TO BE EFFECTED BY ORIGINATING OFFICE)

☐ DD/P ☐ OTHER OPERATIONAL AREAS ☐ THEATER CLEARANCE (IF OBTAINABLE)

ADVANCE OF FUNDS IS AUTHORIZED.

ESTIMATED COST OF TRAVEL

\$

TRAVEL TO BEGIN ON OR ABOUT

TERMINATING APPROXIMATELY

CERTIFICATION (BY PROCESSING BRANCH)

MODE OF TRAVEL (SPECIFY)

Certified a True Copy. Signed copy on file in Central Processing Branch. Reviewed. No change necessary. Amended as indicated.

ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE (IF APPLICABLE)

☐ (A) CENTS PER MILE, NOT TO EXCEED COST BY COMMON CARRIER.
☐ (B) CENTS PER MILE, AS BEING MORE ADVANTAGEOUS TO THE GOVERNMENT

J. P. [Signature]
SIGNATURE

- ☐ THE CHANGE OF OFFICIAL STATION INDICATED IS EFFECTED IN THE INTEREST OF THE GOVERNMENT AND NOT FOR YOUR PERSONAL CONVENIENCE.
- ☐ IN CONNECTION WITH CHANGE OF STATION, YOU ARE AUTHORIZED TO TRANSPORT YOUR IMMEDIATE FAMILY, YOUR HOUSEHOLD GOODS, PERSONAL EFFECTS, SUBJECT TO WEIGHT LIMITS, RESTRICTIONS AND PROVISIONS AS SET FORTH IN AGENCY REGULATIONS.
- ☐ TRAVEL TO FIRST POST OF DUTY ABROAD, INCLUDING EXPENSES OF TRANSPORTATION OF IMMEDIATE FAMILY, HOUSEHOLD GOODS, PERSONAL EFFECTS AND AUTOMOBILE, IS AUTHORIZED.
- ☐ RETURN FROM POST OF DUTY ABROAD, INCLUDING EXPENSES OF TRANSPORTATION OF IMMEDIATE FAMILY, HOUSEHOLD GOODS, PERSONAL EFFECTS AND AUTOMOBILE, IS AUTHORIZED.
- ☐ DEPENDENTS TO TRAVEL WITH EMPLOYEE.
- ☐ DEPENDENTS TO TRAVEL WITHIN ONE YEAR OF EMPLOYEE.
- ☐ TEMPORARY DUTY.

NAME AND TITLE OF AUTHORIZING OFFICIAL (TYPE)

SIGNATURE OF AUTHORIZING OFFICIAL

WILLIAM F. ALLEN